



**Date:** December 19, 2016

**Subject:** New Rule on Filing of Original Notices

Rule 16.314(4) of the Chapter 16 Rules of Electronic Procedure now requires that the documents served be electronically filed when the return of service of an original notice is filed.

The change applies only to returns of service of an original notice, and not to returns of service of any other type of writ.

This is a change in procedure for EDMS filers, who were previously instructed that the service copy of an original notice must not be filed along with the return of service.

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**Rule 16.314 Original notice.**

**16.314(4) Return of service.** After the original notice is served, the filer must scan and electronically file the return of service with the documents served.

Superseded. See March 6, 2017 EDMS Alert